GRANT ACCOUNTING AND BUDGETING INSTRUCTIONS

Managing and accounting for grant projects is a complex process because each grant must be accounted for on an individual basis for a specific period of time, which is often not the same as the SCCOE fiscal year. Below is a list of instructions which Program Managers should follow in the specific situations described:

I.   SITUATION: <u>A new grant application is being prepared:</u>

Program Manager submits the estimated budget to the Program Accountant for review. If the indirect rate is less than the SCCOE's office standard approved rate, the Reduced Indirect Cost Rate Request form must be completed and approved prior to submitting to the granting agency. After ensuring that all items are accounted for in the estimated budget, the Program Accountant will initial the budget and return to the Program Manager. Board approval is not required, **except** Head Start or if required by the granting agency. Once approved by the Board, this budget will be submitted to the granting agency along with the grant application.

II.   SITUATION: <u>A new grant is awarded to the SCCOE:</u>

A.   Program Manager submits the following documents to the Program Accountant in Accounting Services:

- Reduced Indirect Cost Rate Request Form (Required if less than Office Standard)
- Evidence of Board approval **only Head Start Program or if required by granting agency** (transmittal memo & minutes)
- Grant Award Notification
- Grant Tracking Checklist
- "Request to add QSS/pseudo ProgramManager submits a Salary Account Change Form to the Program Accounta to be made to payroll coding.

D.   Program Accountant verifies, inputs and forwards budget revision forms to Budget (

III. SITUATION: The grant term/fiscal year is

<u>   </u> <u>coming to an end:</u>

A.   At least one month prior to the end of the grant term, the Program Manager should meet with the Program Accountant to discuss issues such as final expenditure reports, unexpended or over expended funds, budgeting for the following grant term, etc.

B.   If it is determined that salary accounts need to be changed, submit a Salary Account Change Form to the Program Accountant, requesting that the payroll coding be changed.

IV. SITUATION: <u>The SCCOE fiscal year ends June 30; however, the grant term/fiscal year continues:</u>

A.   Accounting Services will determine the carryover amount to be budgeted in the new fiscal year.

B.   After notification by the Budget Office, Program Manager submits the carryover budget to the Program Accountant on the SCCOE budget revision form, "Request for Budget